



## Rental Housing Development

### One-Stop Affordable Housing Finance Application Instructions

The One-Stop application provides project sponsors with the ability to fill out just one application for various sources of funding and conduct feasibility analysis. The application was developed by Massachusetts' affordable housing lenders to provide sponsors with a single application that could be submitted to any or all of the participating lenders. The goal is to simplify the process of applying for and assembling financial resources. The application consists of a spreadsheet with on line instructions on how to fill it out and exhibits to be filled out separately with a word processor or using a hard copy.

The One-Stop Application with Exhibits can be obtained in one of two versions:

1. **One-Stop 2000 Internet version**  
Requires Microsoft® Excel 2000, an Internet connection and Windows®98 or greater. One Stop 2000 Internet version downloads HUD Fair Market Rents, Maximum Income Limits and Qualified Census Tracts from a continuously updated website.
2. **One-Stop 2000 Non-Internet version**  
Requires Microsoft Excel 97 or greater and Windows 95 or greater. No Internet connection is needed. One Stop 2000 Non-Internet version is similar to the Internet version except that FMRs, Income Limits and QCTs must be entered manually as in previous versions of the application.

One Stop 2000 will not run on the Macintosh operating system.

The application can be obtained in two formats; CD-ROM or downloaded from the Internet. One Stop Exhibits are included and include instructions on how fill them out.

Sending and receiving the application by floppy disk and email require zip software to compress and uncompress the file. Zip software is included on the CD-ROM or can be downloaded from the Internet.

To receive a One-Stop Application on CD-ROM, fax, mail or email your request to

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